



2017
PROGRAM GUIDE

*Tri-Council
Bridge Funding
Program*

TRI-COUNCIL BRIDGE FUNDING GRANT GUIDELINES

1. Purpose

Research Manitoba Tri-Council Bridge Funding Grants support applications falling below the funding capacity of the Canadian Institutes of Health Research (CIHR), Social Sciences and Humanities Research Council (SSHRC) and the Natural Sciences and Engineering Research Council (NSERC) funding competitions, to help increase the likelihood of success in their resubmission. The highest priority for Tri-Council Bridge Funding support will be given to those applicants who do not presently hold significant operating funds as Principal Investigator.

2. Eligibility

The Tri-Council Bridge Funding Program covers the following Tri-Council programs:

- NSERC Discovery Grant Competition
 - SSHRC Insight Grant Competition
 - CIHR Project Scheme Competition (Fall 2016 competition)
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- i. An investigator will not hold simultaneous Manitoba Partnership Program Grants and Tri-Council Bridge Funding Grants
 - ii. An investigator will not hold simultaneous Research Manitoba Tri-Council Bridge Funding grants
 - iii. Recipients of a Tri-Council Bridge Funding grant will have submitted an unsuccessful tri-council grant application within the last year
 - iv. Recipients of a Tri-Council Bridge Funding grant **must** re-submit their application to the appropriate Tri-council competition within 12 months of the start of a Tri-Council Bridge funding grant.
 - v. Applicants must have previously held Tri-Council grant funding as PI for a minimum term of 1 year
 - vi. Applicants will only be eligible to hold Tri-Council Bridge Program funding once every 3 years

3. Funding

Tri-Council Bridge Funding grants will consist of a 1:1 match, with a maximum grant of \$32,500 from Research Manitoba and a **maximum total grant of \$65,000/yr for a period of 1 year** (with an additional year after the grant end-date to expend funds). The specific amount of each individual grant will be established based on submitted budget/justification, as well as the matching commitment confirmed by the Institution, Department, Faculty and/or Unit.

4. Assessment Criteria

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- i. The productivity of the researcher
- ii. The impact of the interruption in funding
- iii. The likelihood of success in a resubmitted application

The highest priority for Tri-Council Bridge Funding support will be given to those applicants who do not presently hold significant operating funds as Principal Investigator.

5. Application

All applications to the Tri-Council Bridge Funding Program are to be submitted through Research Manitoba's online Grants Management System (GMS), and are to include the following:

- A copy of the application rating/score sheet, scientific summary and the reviewer comments from the unsuccessful application
- A detailed response to the issues raised by the reviewers (max 3 pages)
- Indication of the Tri-Council Bridge Funds requested and a budget justification attachment (max 3 pages) that **specifically** identifies the following:
 - Details surrounding the impact of the gap in funding on the applicant's research program and how the funds requested will strengthen the applicant's Tri-Council resubmission
 - An explanation of how the requested funds relate to other research support that the applicant has available to them
 - The latest institutional ledger sheets showing fund balances for all grants and awards held by the applicant (printed within 30 days of application to Research Manitoba)
- Letter(s) of support from the appropriate Institution, Department, Faculty and/or Unit **identifying the matching commitment** to the applicant.
- A Research Manitoba Common CCV submitted to the GMS.

PLEASE DO NOT SUBMIT ANY HARD COPY MATERIALS TO RESEARCH MANITOBA

6. DEADLINES

ROUND 1 APPLICATION DEADLINE

June 15th, 2017 at 4:00pm

7. Funding Decisions

Funding decisions will be communicated within 60 days of the application deadline. All funding decisions are final.

8. Reporting requirements (see [Finance and Administration Guide](#))



RESEARCH MANITOBA

Grant Management System (GMS)

User Guide for Investigators

(Includes *Operating Grant* applicants)

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[3.1 If you have a Co-Applicant\(s\): Make a connection from the grant application, to the GMS accounts of your Co-Applicant\(s\)](#)
4. [System Requirements](#)

For Additional Support, please contact the [Research Manitoba Helpdesk](#) (Mon-Fri, 8:30 am – 4:30 pm).

Each application form in the Grant Management System (GMS) follows the same basic process.

Each **Investigator** application has these common elements:

- Online Award Application completed by applicant, including all required attachments;
- Applicant's current CCV (Research Manitoba version) must be attached to their GMS account;
*Any Co-Applicant's CCV must also be attached to their (the Co-Applicant's) GMS account
- Signatures page must be printed, signed, scanned to .pdf and uploaded prior to the application's electronic submission.

PLEASE DO NOT SUBMIT HARD COPIES OF YOUR APPLICATION AS THEY WILL NOT BE ACCEPTED.

See the **Application Materials** section of your program's description in your **Program Guide**, as well as your program's *Application Checklist* for a complete list of requirements.

1. Creating your RESEARCH MANITOBA GMS User Account

- a) If you do not already have a user account, you will need to create one.
- b) From the [login page](#), click on a **sign-up** link – second line in the centre, top right or in the menu, left.
- c) Review the **Terms of Use** and then click "I ACCEPT" at the bottom of the page to continue.
- d) Enter the required information in the following Create your RESEARCH MANITOBA System Account page. All asterixed fields are required. The system won't let you move forward until these fields are completed. Be sure to select your institution, at the bottom of the page.
NOTE: If needed the **University of Manitoba** is listed under "U" for 'The'
- e) The email you use here will serve as your GMS **system account email**. It will also be your **PIN** for the Research Manitoba version of your [CCV](#) (see image on the following page).
- f) Clicking on "Submit Registration" at the bottom of this page will result in an account verification email being sent to the email address you have provided.
- g) Follow the link from within this email and add your password to validate your account.

Returning Users

Forgot your password?

From the [login page](#), click on '**Forgot Your Password?**' next to the login button, or in the left menu. You'll be taken to a *Password Reset Page* where you'll need to enter your email address and click the '**Reset my password**' button. Follow the instructions in the email you are sent to reset your password.

Forgot your username OR BOTH your username (the email address you used last time) AND password? DO NOT CREATE a NEW account if you think you already have one. This could cause problems with the GMS account that you currently have.

Please contact the [Research Manitoba Helpdesk](#) (Mon-Fri, 8:30 am – 4:30 pm), for support.

Portfolio Page

Once you've logged in to your GMS account, you will arrive at your '**Applicant Portfolio**' page.

Access RESEARCH MANITOBA Support Material from Portfolio Page

From this page, you can access the

- PI GMS User Guide,
- *PI FAQs*,
- *Application Checklists*, and the
- *Research Manitoba Finance and Administration Guide*, in the left side menu.

The screenshot shows the 'Applicant Portfolio' page for the year 2017. The page header includes the Research Manitoba logo and the text 'Welcome marcie.fehr@researchmb.ca | Logout'. The main content area is titled 'Applicant Portfolio' and includes a green button labeled 'Apply for Grant or Award'. Below this, there are instructions for users: 'Open the Common CV site in a new window', 'Attach your CCV to your GMS Account (see the GMS user guide in your Program's Guide)', and 'Your CV is not yet attached'. A section titled 'Grant Application Status' contains a table with the following data:

ID	Program	Deadline	Status	Last Update	Print/Preview	Review
2782	Health Research New Investigator Operating Grant	March 1, 2017, 4 p.m.	In Progress	Dec. 8, 2016		

Below the table, it indicates '1 rows'.

2. Creating your CCV and Attaching it to your GMS Account

New for 2017!

An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications (including co-applicants). If you have a student(s) applying with your CCV attached to their application, be aware that both the student's and your CCV must have been updated within six months of your submission for their application to be accepted.

Your GMS portfolio page, above, shows whether you have a CCV attached to your account, and if you do, when that CCV was attached (see above). If you created one earlier, we encourage you to update it and attach the newest version of it to your GMS account.

Getting to the CCV site

If you haven't attached a CCV, the text 'Your CV is not yet attached' will appear above the *Grant Application Status* list. To create your CV, **Open the Common CV** website link.

Note that at any time you can go to the [CCV site](#) directly to work on your CV (*without going via the GMS*). You do not have to complete your CV all at once.

Notices and Help Page

After clicking on the ENGLISH button from the CCV home page, you'll arrive at the '[Notices and Help](#)' page (see image on the following page).

You can always return to this page for instructions on how to complete your CV. Use the links on the left side for help. The **How-To** link provides a list of **video demos** for steps of the process.

Overview	<p>*** IMPORTANT NOTICE ***</p> <p>The CCV application has been redeveloped. If you had an account on the old CCV application you can access the new application by using your previous username and password. However the following need to be done as soon as you log in:</p> <ul style="list-style-type: none"> • Change your password (if required) to meet the new security guidelines • Change your reminder questions and answers. On top of a predefined list of questions you can now add your own question. Note that this is an important step as you will be asked to answer the chosen questions if you ever forget your username or password in the future. It is recommended to use a question/answer pair that can easily be remembered. • Verify all your CV data. During the development process CV data was migrated, wherever possible, from the old to the new application. You need to make sure that the data was properly migrated by inspecting each section and field. Any missing or wrongly formatted data will have to be corrected. For your convenience the old CCV application will be available until further notice, for you to retrieve any data at www.ccv-cvc-2004.ca.
News	
Members	
How-To	
Webinars	
Glossary	
Migration	
Documentation	
Release Notes	
FAQ	

Create a CCV user account/log in. [demo](#) (Register with CCV).

Select a Funding Source CV

The CCV enables researchers to create CVs for different funding agencies. Select CV from the second-row menu, then Funding, then 'Research Manitoba' as *Funding Source*, and then 'Research Manitoba' as your CV Type. If you run into difficulty, review the instructional [demo](#).

Complete your CV

The CCV is completed section by section by selecting the 'pencil' to **edit/or enter** that section's information. The pencil takes you to a selection page from which you click the **Add** button to add a single entry (you could add more than one entry) for each information group required. See the instructional [demo](#) here.

Validate your PIN

You need to do this to **create the link between your Research Manitoba CV** (on the CCV site) **AND the Research Manitoba GMS system account** (on our GMS site).

Click PIN/System Account from the second-row menu above. The **PIN** for Research Manitoba here is your **GMS system account email** (i.e., the **email address** you use to login to your GMS account). Be sure to click the Validate button. You will then be taken through several screens, ending with the entry of your RESEARCH MANITOBA GMS **password**. See the [demo](#)* here.

Please note, this video demonstrates 'validation' using CIHR as a funding source – the CIHR uses a numeric PIN code, unlike Research Manitoba, which uses your **GMS system account email as your **PIN**.*

Submit your CV

Once all sections are complete / have a ✓, you can submit your CV.

If you have missed some sections or have not validated your PIN, you will receive an error message. Go back and complete everything you need to.

Submit by clicking the Submit button. This will take you to a consent page which needs review and "I Agree" clicked.

You should then see a notice in **green text** confirming your CCV submission to Research Manitoba and providing a confirmation number. **Please keep this number for your records.**

Log back into your Research Manitoba GMS account to check your CCV is there

If you didn't logout, then logout and log back in. You should now see that in your portfolio page, your CCV is now attached, and the date of attachment. Please note that the update may take several minutes to take effect. If you log into your GMS and your new CCV is not attached, log out and wait 15 minutes before logging back in.

NOTE: you can revise and re-submit your CCV up to the submission of your GMS application. When you re-submit your CCV to the GMS, the previous version is replaced.

Once you **submit** your **GMS Grant or Award Application**, however, the version of your **CCV attached** at that moment, **will be submitted** with your application.

New for 2017!

An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications (including co-applicants). If you have a student(s) applying with your CCV attached to their application, be aware that both the student's and your CCV must have been updated within six months of your submission for their application to be accepted.

ANY CHANGES YOU MAKE TO YOUR CCV AFTER YOUR GMS APPLICATION IS SUBMITTED WILL NOT BE UPDATED ON THE VERSION SUBMITTED WITH YOUR APPLICATION.

2.1 Help with Attaching Your CCV:

The PIN you need to use to 'validate' your CCV account (to make the connection between the CCV site and your Research Manitoba account) is the email you use to login to your GMS account.

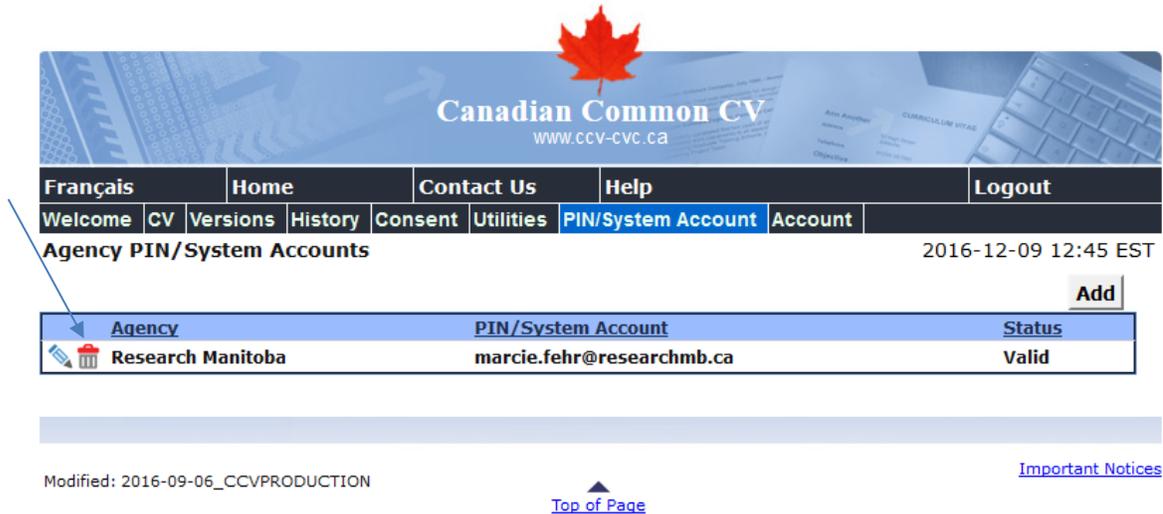
If you used the correct PIN and it looks like your CCV is 'validated' but still not attached, please try the following:

DELETE your PIN validation in your CCV account.

When you click on **PIN/System Account**, use the garbage can to delete your Research Manitoba validation (see image on the following page). Then, Click **ADD** and follow through, manually entering your GMS user account email and GMS password, etc. Finish by clicking **Validate**.

Then, go back into your CV (click on **CV** in the black menu above), and go through selecting the 'funding CV', selecting Research Manitoba and then selecting "Research Manitoba" for the CV type to get back to the screen that lets you edit your CCV.

From there, click **SUBMIT** once again (assuming there are no errors to be fixed), and follow through. Wait a few minutes and then go back to your GMS account -- logout and then login -- and then look in your portfolio, to see if the CCV is attached now.



Canadian Common CV
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities **PIN/System Account** Account

Agency PIN/System Accounts 2016-12-09 12:45 EST

Agency	PIN/System Account	Status
 Research Manitoba	marcie.fehr@researchmb.ca	Valid

Modified: 2016-09-06_CCVPRODUCTION [Important Notices](#)

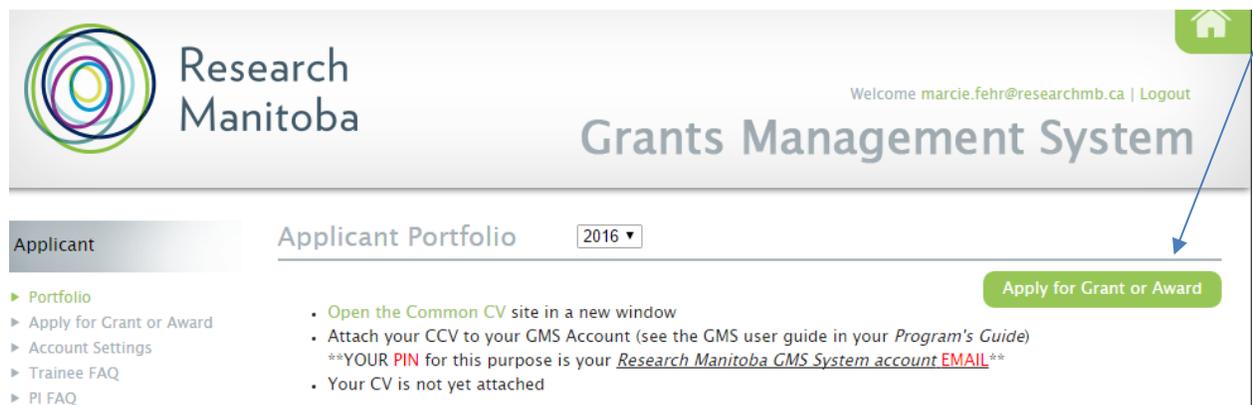
[Top of Page](#)

If the CCV site states that your PIN is valid:

Unfortunately, the CCV may state that a PIN is 'VALID' even if the WRONG PIN has been entered, or if your PIN (GMS account email address) has changed. Please follow the instructions [above](#).

3. Completing your GMS PI Application

- a) From the portfolio page within your GMS account click on the large green button 'Apply for Grant or Award'.



 Research Manitoba

Welcome marcie.fehr@researchmb.ca | Logout

Grants Management System

Applicant **Applicant Portfolio** 2016 ▾

[Apply for Grant or Award](#)

- ▶ Portfolio
- ▶ Apply for Grant or Award
- ▶ Account Settings
- ▶ Trainee FAQ
- ▶ PI FAQ

- Open the Common CV site in a new window
- Attach your CCV to your GMS Account (see the GMS user guide in your *Program's Guide*)
- **YOUR PIN for this purpose is your *Research Manitoba GMS System account EMAIL***
- Your CV is not yet attached

- b) You will be taken to a page enabling you to select which application you'd like to complete. Select your application program. The name of the award program will appear on each application page.
- c) Select which *Research Pillar* your research falls under, click 'Save and next page' and then your screen will change to the next stage.
- d) As you move through the application, the page you are on will be highlighted in the left menu. If you have entered all the required information for a section, a  will appear next to that section name. At any time, you can *click* on a page in the menu to either return to it or preview it.

- e) Your application has been given a number. Keep this number for your reference as well as the reference of your Supervisor and Department Head.



Required Fields

Whenever you have tried to save and go to the next page without filling in all the REQUIRED* fields, you will be required to complete them before you can move forward.

No need to complete your application in one try

You can log out of the GMS (logout, top right corner) and return to your application (by logging back in) as many times as you need to complete your application.

Once an application is opened, that application will show up in your portfolio, and you can click on the 'edit pencil' to re-enter your application.

Attaching Documents

All uploaded documents need to be in PDF format. Only one document can be uploaded to each upload link. So, if you have more than one document, make sure that you scan all your documents to ONE PDF for uploading.

If you accidentally upload the wrong document, just click (select new file) again, navigate to the correct document on your hard drive and upload it. The newest document will replace the previous one.

Application Status

The 'Status' of your application will show as being "In Progress" until it is successfully submitted, at which time the status will change to "Submitted".

ID	Program	Deadline	Status	Last Update	Print/Preview
34	Masters	Dec. 1, 2012, 3:15 p.m.	In Progress	Nov. 27, 2012	

Submission of your Application

If you try to submit before all the required information is completed, you will receive messages in red text indicating what is still required.

When complete and submitted, a **confirmation page** with your submission number will appear. Make a note of this number for future reference.

3.1 If you have or are a Co-Applicant(s)

Make a connection from the *grant application*, to the GMS accounts of your *Co-Applicant(s)*

Contact your Co-investigator(s) and ask for the email address that they use to login to their GMS account.

Go to the 'People Involved' application page.

Enter each GMS system account email address, clicking Save, after each one.

After you have saved each Account Email Address, the GMS system will have created a link to each Co-Applicant's GMS account, where they have their CCV attached.

The screenshot shows a web application interface for 'Application #613'. On the left is a navigation menu with items: Applicant Information (checked), Proposed Project, People Involved (highlighted), Budget, Documentation, Abstract & Need, Research Proposal, Progress Report, and Signature. The main content area is titled 'Application Project Location and People' and shows 'Program: New Investigator Operating Grant'. Below this is the 'Co-Applicant(s)' section with the instruction 'Provide the account e-mail address of individuals who are co-applicants of this application.' A table with the header 'Account Email Address' contains one row with the text '(add co-applicant)'.

When you (the Primary, Named Investigator) SUBMIT your grant application, the CCV of your Co-applicant(s) will be submitted at the same time.

4. GMS System Requirements

Browsers: The GMS will work on *Safari, Firefox, Internet Explorer* and *Google Chrome*.

Pop-Ups: We suggest that you disable your pop-up blocker on your browser when using this site.

PDFs: Please use the [Adobe Reader](#) to open any PDF documents that you download to your desktop/device.

Research Manitoba Investigator Applications: Frequently Asked Questions

PLEASE NOTE, **all answers to these FAQs** can be found in the:

- **Program Guide** (available from the Research Manitoba webpage for your program)
- **Application Form** on the GMS for your program
- **PI User Guide** (in both your **Program Guide** and on the GMS)
- **Application Checklist** (in both your **Program Guide** and on the GMS)

[How is my eligibility for this grant assessed?](#)

[What will the reviewers be looking for in my application?](#)

[Already Submitted Common CV to Research Manitoba](#)

[How do I attach my CCV to my GMS account?](#)

[Are hard copies of the applications required?](#)

[Where is the University of Manitoba on the list of institutions for creating my CCV?](#)

[I can't see any of the PDFs attached to the GMS and your Website.](#)

[I still have questions](#)

How is my eligibility for this grant assessed?

Your eligibility for this grant is assessed by Research Manitoba staff, after your application has been submitted. Ensure that you thoroughly review the eligibility requirements listed in the **Eligibility** section in the **Program Guidelines** part of your Program Guide. All aspects of your eligibility need to be shown through your online application. For example, your CCV should correctly show your faculty appointment(s) and dates of appointment. If you have questions about your eligibility, please contact Freyja Arnason at Freyja.arnason@researchmb.ca.

What will the reviewers be looking for in my application?

Please see the **Assessment section** in the **Program Guidelines** section of your *Program Guide*.

Already Submitted Common CV to Research Manitoba GMS, do I have to do it again?

As an Applicant and Co-Applicant (if applicable) you will need to **update** your CCV (Research Manitoba Research Application version) and re-submit it to attach it to your GMS account. Your portfolio page will indicate the most recent date you submitted (attached) your CCV to your application.

How do I attach my CCV to my GMS account?

Instructions are provided in the **Creating your CCV and attaching it to your GMS Account** section of the **GMS PI User Guide**, available in your Program Guide and from within the GMS. And see the **demo** from the CCV site here. Don't forget, the **PIN/SYSTEM ACCOUNT** that you will use for this purpose of VALIDATING (connecting) your CCV to your GMS Account is the **EMAIL ADDRESS** you use to login to your **GMS account** (i.e. your GMS system account email)

Are hard copies of the applications required?

NO, please do not submit hard copies. All parts of your application (except for support letters, above) are dealt with through the GMS system. The signatures page of the application must now be scanned and uploaded to the application Signatures Page before it can be submitted.

Where is the University of Manitoba on the list of institutions for creating my CCV?

When you create your CCV, you will be asked for the name of the institution you are affiliated with. To respond, you are directed to a list where the **University of Manitoba** is listed under **'T' for 'The'**.

I can't see or OPEN any of the PDFs attached to the GMS portfolio page

Check your browser to make sure that **your pop-up blocker is disabled** (not on).

I still have questions

Please contact the *Research Manitoba Help Desk* at helpdesk@researchmb.ca (staffed from 8:30 am – 4:30 pm, Monday to Friday).